



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 12/15/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received DEC 18 1972	Application No. 480	Date Completed DEC 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming Data & Inventories Bureau - Fiscal Studies Unit No. 2 Capitol Square-Room 351, Atlanta, Georgia		4. Person to Contact R. A. Crumbley		
		5. Working Title Accountant II		6. Tel. No. 656-5367
7. ACTION REQUESTED				
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.				
<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.				
8. Earliest & Latest Dates of Series 1950 - To Date		9. Exact Series Title Motor Fuel Report File		
10. What is the function of the office in which this record series is created The function of the Fiscal Studies Unit is to compile and report statistical information on motor fuel and motor vehicles, highway taxation and finance, highway mileage, and related subjects needed annually (and in some instances monthly) by the Federal Highway Administration. The reports pertain to state and local governments.				
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the compilation of monthly and annual reports relating to the collection of motor fuel tax. Included are: Monthly Motor Fuel Report Annual Motor Fuel Report The monthly file is arranged chronologically by month. The annual report is filed chronologically by year.				
ATTACH SAMPLES OF THE FILE				
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers	2	3	1 1/2	
Legal-size File Drawers			In Office(s) In Storage Area(s)	
			7	
			Floor Space Occupied (Square Feet)	
			AVERAGE DAILY REFERENCES	
			This Year's	Last Year's
			8	8
			Preceding Year's	All Prior Year's
			6	4

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain
See attached page for explanation of yes answers.

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept Permanently ^{xxx} years.

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-☒ CALENDAR YEAR -☐ FISCAL YEAR -☐ Other then:

- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Monthly Report: hold in current files area five years; then destroy.
Annual Report: hold in current files area permanently.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

26. Recommendations		[<input checked="" type="checkbox"/>] Approved [<input type="checkbox"/>] Disapproved		Head of Agency/Designee	Date
in Paragraph	State	[<input checked="" type="checkbox"/>] Approved [<input type="checkbox"/>] Disapproved		Department of Audits/Designee	Date
	Records	[<input checked="" type="checkbox"/>] Approved [<input type="checkbox"/>] Disapproved		Secretary of State/Designee	Date
	Committee	[<input checked="" type="checkbox"/>] Approved [<input type="checkbox"/>] Disapproved		Department of Law/Designee	Date

25 are:

Records Management Officer: *M. Bradford* Date: *12/13/72*

Head of Agency/Designee: *William M. Higin* Date: *12-27-72*

Secretary of State/Designee: *Carolee Hurd* Date: *12-21-72*

Department of Law/Designee: *Robert Sheel* Date: *12-27-72*

Motor Fuel Report File

Explanation of yes answers to Questions 14-23.

14. The series is submitted to the Federal Highway Administration.

15. The monthly reports are summarized in an annual report.

23. The series is a source of historical statistical data.

RATIONALE:

The series is a source of historical statistical data. In addition to submitting the report to FHWA the report is widely distributed within the Department. The Fiscal Studies Unit receives numerous requests from individuals within the Department for current as well as historical motor fuel data. The data is used in planning for future highway needs.